

# MANISH SOJITRA

B. Com., LL.B., Advocate

**Taxation & Industrial Consultant**

## List of documents require at the time addition of new Directors or Partners

- 01) Effective date of change
- 02) New partnership deed or Form No: 31 of Registrar of Companies (ROC)
- 03) Duly signed form no 101 C, 101 D and 5B. (Available at our web site)
- 04) 2 photographs, Identity Proof and residence proof of newly appointed partners or Director
- 05) 4 letter head of the firm. ( with signature and seal )
- 06) Duly signed Form E and stamp paper of Rs. 100/- in case of registered partnership firm

## List of documents require at the time retirement of Directors or Partners

- 01) Effective date of change
- 02) Partnership deed or Form No: 32 of Registrar of Companies (ROC)
- 03) 4 letter head of the firm. ( with signature and seal )
- 04) Duly signed Form E and stamp paper of Rs. 100/- in case of registered partnership firm